

SIX FLAGS NEW ENGLAND	
SUBJECT: GENERAL SECURITY CLEARANCE PROCEDURES	SAFETY REFERENCE MANUAL
SECTION: 19	
EFFECTIVE: January 2016	SUPERSEDES: ALL PREVIOUS

19.1 PURPOSE

To establish screening procedures for employees and guests who have authorization to drive behind-the-scenes and to establish a safer work environment.

19.2 SCOPE

This policy applies to all employees, guests of associates, vendors, sales representatives, and contractors.

19.3 POLICY

Any person wishing to enter the behind-the-scenes area at Six Flags New England will either show a current Six Flags New England I.D., receive authorization from the Department they wish to visit, or receive authorization from the Security Department. In Order to be in Compliance with PCI rules all employees who enter areas where Servers are maintained or Credit Card transactions are maintained, must display a visible Employee ID at all times when in the area.

19.4 PROCEDURE

19.4.1 Full-time Employees

- A. Each full-time employee is issued an identification card (I.D.) for security clearance onto park property.
- B. Any seasonal employee who car pools with a full-time employee must enter through the appropriate gate, present his or her Six Flags New England card to be scanned at the Security Gate prior to entering the behind the scenes area
- C. Any guest wishing to enter the behind-the-scenes area with a full-time employee must be cleared through the Security Gate prior to entering the behind the scenes area.

19.4.2 Seasonal Employees

- A. During the operating season, seasonal employees must present their I.D. cards to the Security Officer to enter the employee parking lot.
- B. Seasonal employees must present their I.D. cards at the Security Gate to be scanned prior to entering the behind-the-scenes area.

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19.4.3 Failure to Present a Valid Six Flags New England I.D. Card

A. Full-Time

Should a full-time employee fail to present a valid full-time employee I.D. card, the Gate Officer will:

1. Ask for another form of identification with the name and picture of the employee
2. Cross-reference this information with the most current full-time employee list provided by Human Resources.

B. Seasonal

Should a seasonal employee fail to present his/her Six Flags New England seasonal employee I.D. card, the Gate Officer will contact the employee's Area Manager to:

1. Verify that the employee is still employed at Six Flags New England
2. Have the Area Manager contact the Security Gate to give clearance of the employee

A seasonal employee without a valid I.D. card MAY NOT ENTER the behind-the-scenes area until cleared. The Gate Officer will manually enter the employee's full I.D. number followed by the letter "N."

- C. Any employee who fails to show a valid Six Flags New England I.D. card more than three consecutive times will be asked to report to Human Resources to have another I.D. issued.

19.4.4 Contractors/Lesseees

- A. Any contractor hired by Six Flags New England will be issued a Temporary Pass. Contractors will display the Pass when entering, exiting, and while on Park property
- B. The department hiring the contractor along with the Security Manager will determine if there is a need for the contractor's vehicle to access the behind-the

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scenes areas. The Department Manager or the Security Manager will notify the Security Gate in writing of the contractor's access status.

- C. The contractor will provide the Safety and Security Departments with a roster of employees working for the contracting company.
- D. The contractor's employees will sign in every day at the Security Gate prior to entering Park property for work.

19.4.5 Visitors and Vendors

- A. All departments should inform the Security Gate of any scheduled appointments or anticipated visitors.
- B. All visitors and vendors will be stopped at the Security Gate and be required to state their names, company, and with whom they have an appointment.
- C. The Gate Officer will contact the associate with whom the visitor/vendor has an appointment, inform the associate of the visitor's/vendor's arrival, and ask if the visitor/vendor has clearance to enter the behind-the-scenes area. The associate may be contacted by either phone or radio.
- D. Only a member of Six Flags New England Management or Security Management may authorize a vendor/visitor vendor to drive through the Security Gate into the behind-the-scenes area.
- E. Visitors/vendors with oversized packages may be allowed to drive through the Security Gate into the behind-the-scene area upon clearance by the receiving department or Security Management.
- F. The Gate Officer will log all visitors/vendors on the Business and Service Log.
- G. If a visitor or an individual demands entry, the Gate Officer will hold that visitor at the Security Gate until a member of Security Management can respond to the Gate.
- H. Any person seeking employment with Six Flags New England will be directed to the Human Resources building.

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19.4.6 Service Vehicles

- A. Service vehicles include armored cars, IBM copier technicians, UPS personnel, Etc.
- B. The Gate Officer will log the service person following procedure specified in the Section 19.4.5 (Visitors and Vendors) of this policy.

19.4.7 Deliveries

- A. The Gate Officer will stop all delivery vehicles, including UPS, PDS, FedEx and Air Express, and issue a "Key-Rec Form."
- B. The driver of the vehicle will be directed to Central Receiving If appropriate.
- C. When the delivery vehicle exits via the Security Gate, the Gate Officer will obtain the yellow copy of the Key- Record Form from the driver. The time when the vehicle exits the behind-the-scenes area will be recorded on this copy.
- D. The Security Department should receive notification of any after-hours deliveries.

19.4.8 Company Vehicles

- A. The Gate Officer will not permit any unlicensed company vehicle to leave Park property.
- B. Any licensed company vehicle that enters or leaves Park property after normal business hours will log in and out at the Security Gate.
- C. At no time will the Gate Officer permit the exit of a Six Flags New England vehicle to transport associates to their private vehicles, unless approved by the Security Manager or his/her designee.
- D. All Six Flags New England vehicles are subject to visual search when entering or exiting the behind-the-scenes area.

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19.4.9 Emergency Vehicles

- A. The Gate Officer will inform Security dispatch who will then inform the Safety and Security Managers of any fire department or rescue squad vehicles entering Park property. The Gate Officer will inform Security dispatch who will then inform the Security Manager of any police vehicles entering Park property.
- B. In an emergency, all emergency vehicles, including fire, rescue squad, and police will be directed to the scene by the Security and Safety Personnel.
- C. The Gate Officer will help direct emergency vehicles to a staging or parking area for emergency vehicles until they are needed at the scene.

19.4.10 Termination of Employees

- A. A termination may be the result of an employee's resignation or a dismissal. An employee who resigns or who is dismissed will be regarded as permanently separated from employment with Six Flags New England.
- B. All rights or privileges of terminated employees shall be discontinued. Should such separated employees be rehired, they will be re-employed as new employees in all regards.
- C. When an employee resigns, he/she should notify the Department Manager in writing at least two weeks prior to the effective date of resignation. If it is in the best interest of the company, a resignation may be effective immediately.
- D. When an employee's resigns or is separated from employment at Six Flags New England for any reason, the termination becomes effective at the close of the last day of employment.
- E. All company property, such as handbooks, wardrobe, tools, vehicles, keys, I.D. cards, passes, etc., will be surrendered to the employee's supervisor on the employee's final day of employment.
- F. Department Managers must immediately inform Human Resources and the Security Manager of the intentions of an associate to resign or the dismissal of an employee.

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- G. Human Resources will update the full-time employee roster and issue the updated version to the Security Department.

- H. Any terminated employee, be it by choice or for cause, shall not be allowed access to the behind the scenes areas without prior authorization from the Human Resources Manager, Department Manager, and Security Manager as well as an escort from either the Department Manager, Division Director and or Human Resources Manager or above.